



Appendix H

Reporting and Documentation

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Introduction

The worksheets, forms, and documents mentioned in this manual provide the required statistical information to monitor accomplishments of detector dog activities on a national level.

Regional Directors, RCPCs, or other local managers may desire additional information to be collected, recorded, and submitted by Canine Officers. The worksheets and directions for local or regional information will be provided by RCPCs or other local managers.

Statistical Summary

Purpose

Provide statistical information to monitor accomplishments of detector dog activities at all management levels.

All Canine Officers are responsible for recording detector dog activities, using nationally approved worksheets. Other worksheets may be used to collect port-specific information when required by local management.



Canine officers who work clearing mail material or border cargo use different worksheets to record their activities, because they need to record different statistics than what is needed to analyze proficiency in clearing passengers, pit baggage, and crew of international aircraft.

Standard Statistics Recorded Electronically

E-mail the following standard statistics as follows to the Port Director and RCPC:

1. Number of days the detector dog team worked.
2. Number of flights screened.
3. Total passenger count from flight declarations.
4. Number of passengers screened.
5. Total number of responses—includes false and positive responses.
6. Number of positive responses—those that result in a seizure of prohibited agricultural items, and of similar but enterable agricultural items that are not nontarget material. Positive responses also include residual odors—when a target item was present in the container but is no longer there within a reasonable period.
7. Number of responses with seizures—those that result in a seizure of prohibited agricultural items. The number of responses with seizure column equals the sum of the total of handbags and pit bags seizures.
8. Number of quarantine material interceptions (QMIs)—plant (vegetative materials including fruits, vegetables, and plants), animal (products of animal origin including pork, beef, poultry, milk products, skins, feathers, manure, etc.), and weight of the animal QMIs (in kilograms).

9. Number of seizures—responses with seizures of prohibited agricultural items in handbags (baggage handcarried on the aircraft by the passengers), pitbags (checked-in luggage, suitcases, duffel bags, boxes—wooden or cardboard, or in any other large receptacle), and crew. Categorize crew seizures as either hand bag or pit bag.
10. Number of penalties, and total of fines (optional).
11. Percentage of accurate responses (calculation).



Monthly reports are due by the 10th of the following month to the Port Director and the RCPC.

For the distribution of the statistical summary, see *“Distribution of Operational Reports”* on **page-H-1-5**.

Narrative Report

Purpose

The report provides information that cannot be recorded and conveyed in statistical summaries. Canine officers are responsible for writing monthly and narrative reports to accompany the statistical summaries that go to their supervisors and RCPC.

A narrative report may include the following topics. This list is not all inclusive.

- ◆ Demonstrations and other public awareness activities
- ◆ Reportable pest interceptions on the Canine Pest Identification Log for significant pests (see **Figure H-1-1**)
- ◆ Update on maintenance of medical records
- ◆ Working highlights
- ◆ Completed training

For the distribution of the narrative report, see *“Distribution of Operational Reports”* on **page-H-1-5**.

Canine Pest Identification Log

Purpose

The log provides information about significant or actionable pests intercepted by detector dog teams. This information accompanies the statistical summaries and the narrative reports submitted by Canine Officers.

Refer to **Figure H-1-1** for a sample of a Canine Pest Identification Log that Canine Officers can use to record the necessary information about significant or actionable pests intercepted by their detector dog. The information includes the following:

- 1. Country of origin—Record the origin of the host material, which may or may not be the origin of the flight.
- 2. Host—Record the scientific name of the host material.
- 3. Pest identification—Order, family, genus, species. Record the identification down to the most specific name.
- 4. PPQ 309 number—Number of the PPQ Form 309 submitted with the interception.

For the distribution of the canine interception log, see *“Distribution of Operational Reports” on page-H-1-5.*

CANINE PEST IDENTIFICATION LOG

Work Location_____

Month/Year_____

COUNTRY OF ORIGIN	HOST	PEST IDENTIFICATION	PPQ 309 NUMBER

FIGURE H-1-1: Sample of a Canine Pest Identification Log

Distribution of Operational Reports

Canine officers send the statistical summary, narrative report, training records, and interception log for significant pests every month to their supervisors and RCPC, with copies to the following:

- ◆ Port director (monthly)
- ◆ NDDTC (only for 6 months after graduating from BCOT)
- ◆ Others designated by port policy

Local management must ensure that the information that is collected by the Canine Officer is timely and accurate. The Canine Officer must send a copy to the RCPC by the 10th of every month.

RCPCs use the operational reports to prepare annual reports for the regional directors with copies that go to the following:

- ◆ Regional Program managers
- ◆ NDDPM
- ◆ Port Directors
- ◆ SPHDs

Baggage Information Data (PPQ Form 277)

Purpose

Most work locations use PPQ Form 277, Baggage Information Data, to record daily activities performed by detector dog teams as a way of tallying the standard statistics for the monthly and end-of-year summaries and narrative reports. Refer to the standard statistics recorded for the ***“Statistical Summary” on page H-1-2.***

Basic information recorded is:

- ◆ Date
- ◆ Work site, such as airport, post office, and cargo
- ◆ Number of flights, passengers, bags, crew, and boxes screened
- ◆ Total passenger count from flight declaration
- ◆ Total number of responses—includes false and positive responses
- ◆ Number of positive responses
- ◆ Number of responses with seizures
- ◆ Number of quarantine material interceptions (QMIs)—plant, animal, and weight of the animal QMIs (in kilograms)
- ◆ Penalties and fines

Canine officers should consult with supervisors, and/or RCPCs to find out the local procedures for tallying daily activities for detector dog teams. Otherwise, utilize the form to meet your needs. Some canine officers record the following additional information:

- ◆ Different responses, a new odor, or a residual odor
- ◆ Kind of response—crew, pit bag, false

For an explanation of PPQ Form 277, refer to the Airport and Maritime Operations Manual, Appendix 1.

Training Records

Purpose

To maintain records on detector dog training conducted by Canine Officers and National Canine Instructors. These records help identify the strengths and weaknesses of detector dogs.

Canine officers, as well as the national canine instructors, are responsible for recording the results of training sessions conducted with detector dogs. These training sessions may take place in a controlled environment, or even when training bags are positioned around a carousel during a flight. Refer to **Appendix K** for a full-size form you can copy.

Completing the Training Record Form

Figure H-1-2 illustrates the training record. The numbered items listed below refer to correspondingly labeled areas of the form.

[illegible]

FIGURE H-1-2: Agriculture Detector Dog Training Record with Keyed Areas

- 1—List handler's name, date, canine's name, canine's weight, and port of assignment in the area provided.
- 2—Describe training objective for the session in the area labeled "REMARKS."
- 3—List type of exercise (general description of what you are doing, i.e. boxes: speed trial, mail: envelopes) in column headed "Exercise Type."
- 4—For each combination of Concentration, Container, and Placement fill in one row under the heading "Con/Cnt/Pl."



Consider placement when concentration and container have been addressed.

Container refers to texture/material of a case, i.e. Hard – a sturdy plastic luggage; Medium – a vinyl pit bag; and Soft – a cloth hand bag.

- 5**—Note dog’s response to each container with target items in the column “TARGET ODORS” under that target item.

- 6**—For each exercise record the number of times the team inspected a container with target items under the heading “Total Trials.”



If the dog did not sniff the container with target items it will not be considered inspected and not recorded as a trial but as a handler error.

- 7—**List notable non-target odors included in exercise under the heading “NON-TARGET ODORS.”

- 8—**Record the dog’s response to each non-target odor under the heading “NON-TARGET ODORS” – “Response.”

- 9**—Upon conclusion of a session detail any problems or record comments in the area labeled “REMARKS.”

Example of a Completed Training Record

Figure H-1-3 is an example of a completed detector dog training record. An explanation of the entries follows the form.

[illegible]

FIGURE H-1-3: Example of a Completed Agriculture Detector Dog Training Record

(1) — The first exercise listed consisted of 50 suitcases. Five hard side suitcases were loaded with high concentrations of target items and placed low. Cheese and bread were included in this exercise as non-target items. Each suitcase was inspected by the dog two times.

- ◆ The team inspected suitcases containing target items a total of ten times. This number is recorded under the heading “Total Trials.”
- ◆ The dog’s response to each suitcase containing target items is listed under the target item heading. The dog gave a positive response each time he inspected a suitcase containing apple, beef, or pork. The dog gave no response the first time he inspected the suitcase containing citrus, and had to be assisted in order to give a positive response the second time he inspected that suitcase. The dog had to be assisted in order to give a positive response the first time he inspected the suitcase containing mango and gave a positive response the second time he inspected that suitcase.
- ◆ The dog did not respond to non-target odors.

The proficiency rate of the dog can be calculated by dividing the number of positive responses by the number of total trials. For this exercise the proficiency rate is 70%. Proficiency rates should only be calculated on exercises that contain target containers the dog is inspecting for the first time.

(2) — The second exercise listed consisted of 50 suitcases. Three hard side suitcases were loaded with medium concentrations of apple, beef, and pork and placed low. Two medium suitcases were loaded with high concentrations of citrus and mango and placed low. Chocolate was included in this exercise as a non-target item.

- ◆ The team inspected suitcases containing target items a total of ten times. This number is recorded under the heading “Total Trials.”
- ◆ The dog’s response to each suitcase containing target items is listed under the target item heading. The dog gave a positive response each time he inspected a suitcase containing apple, beef, mango, and pork. The dog had to be assisted to give a positive response the first time he inspected citrus and gave a positive response the second time he inspected that suitcase.
- ◆ The dog did not respond to non-target odors.

(3) — The third exercise listed consisted of 50 suitcases. There were no suitcases containing target items in the exercise. Cheese and fish were included in the exercise as non-target items.

- ◆ The team inspected each suitcase two times.
- ◆ The dog responded positively to a suitcase containing fish.

(4) — The fourth exercise listed consisted of 50 suitcases. There were no suitcases containing target items in the exercise.

- ◆ The team inspected each suitcase two times.
- ◆ The dog did not respond to a suitcase containing fish.

Health Care Records

Health care records are those prepared and maintained by a veterinarian for detector dogs.

Purpose

The records provide the health and medical history of the detector dogs.

When and How to Maintain

Create a folder to hold the records. File them chronologically with the most recent date on top.

Distribution

Distribute the health care records for each detector dog as follows:

1. The original is maintained by the canine officer.
2. The RCPC reviews the health care records during port visits.
3. At the time of retirement, send a copy of the health care record to NDDTC.
4. NDDTC maintains a copy of the health care records on all detector dogs for 3 years after they are retired from service.
5. The original health care records are transferred with the dogs when they retire.

CBP Directive No. 3340-025B: Commissioner's Situation Room Reporting

Date: May 16, 2003

Supersedes: 3340-025A, 4/24/02

Review Date: May 2006

1: Purpose

To describe Customs and Border Protection (CBP) procedures requiring the timely reporting of incidents of terrorism, significant events, and emerging issues.

2: Authority/Background

The Commissioner established a "7x24" Situation Room at Headquarters which serves as the central CBP-wide point for reporting major occurrences to top management. (The authority regulating the issuance of this Directive is derived from the original memorandum dated October 30, 1998, FILE: MAN-1 OI: ICD KKQ, establishing the Situation Room.)

3: Scope/Definition

3.1 – The term "significant reporting" will apply to all information deemed necessary to advise the Commissioner and top management of incidents, significant events, and/or emerging issues.

4: Reporting Procedure

4.1 – Primary notifications will be made to the Commissioner's Situation Room prior to other established reporting entities.

4.2 – Keeping in mind the safety of our employees and the integrity of operations within the different disciplines of CBP, the following reporting procedures will be required.

4.3 – All CBP events related to terrorism must be reported telephonically and in writing immediately. All other incidents of a sensitive or timely nature will be reported telephonically to the Commissioner's Situation Room within 2 hours of its occurrence and followed by written notification within 4 hours. More serious events, which occur over an extended time period will require regular updates.

4.4 – The telephone number for the Commissioner's Situation Room is 1-877-748-7666 or 202-927-0425. Reports are to be faxed directly to the Commissioner's Situation Room at 202-927-5477. For classified reports, fax directly to 202-927-2692.

5: Written Response

Attached is an updated template detailing the information and narrative expected in the written notification.

6: Responsibilities

6.1 – The Assistant Commissioners for Border Patrol and Field Operations, through their respective executive staffs, are responsible for ensuring that the Commissioner's Situation Room is notified in a timely manner. The specific responsibility to telephonically notify and provide written follow-up to the Commissioner's Situation Room rests with the first-line supervisor. This responsibility may be delegated only on occasions when the first-line supervisor is not present.

This requirement to notify the Commissioner's Situation Room does not obviate the need to report such events through the normal chain of command. Simultaneous submission of written reports to the Assistant Commissioner for Border Patrol, the Assistant Commissioner for Field Operations, and others through the chain of command is expected and is operationally appropriate.

6.2 – The Assistant Commissioner for Internal Affairs is the primary management official designated to receive and advise the Commissioner of reports relating to the physical security of CBP facilities, or integrity issues involving CBP personnel. Significant reports dealing with these issues will continue to be transmitted to the Assistant Commissioner for Internal Affairs through the Office of Internal Affairs Significant Activity Reporting system.

7: Reportable Items

7.1 – While it is difficult to provide an all-inclusive list of the types of incidents, events, or issues that should be reported, the following types of significant incidents should be reported:

7.1.1 – any terrorism-related incident, including, but not limited to the following;

7.1.1.1 – any seizure of, or any situation or incident or other enforcement action associated with, a potential Weapon of Mass Destruction (WMD), including a chemical, biological, radiological, nuclear or explosive (CBRNE) device, or a precursor or component of such a device;

7.1.1.2 – any seizure of funds connected to suspected terrorists or terrorist organizations;

7.1.1.3 – any arrest or detention of a terrorist, or suspected terrorist;

7.1.1.4 – any seizure based upon antiterrorism enforcement initiatives, regardless of value or quantity;

7.1.1.5 – any seizure, arrest, or detention based upon a CBP antiterrorism targeting effort;

7.1.1.6 – any seizure, arrest, or detention resulting from standard CBP enforcement activities that are, in the judgment of the reporting supervisor, potentially related to terrorism;

7.1.1.7 – any passenger, cargo, and conveyance examination in which potential terrorism-related documents or material is obtained, regardless of whether the examination resulted in a seizure or arrest for a CBP violation;

7.1.1.8 – any specific intelligence received indicating that a suspected terrorist, WMD or precursor component, or explosive device, will enter or depart the U.S. by airplane, vessel, vehicle, or pedestrian traffic at a specific time or place—or that any dangerous device has been placed at a port of entry;

7.1.1.9 – any terrorist threat received by CBP personnel, including any threat against CBP facilities, equipment, personnel, or operations;

7.1.1.10 – any significant request for assistance and operational response from another agency that is antiterrorism related;

7.1.1.11 – any anticipated or ongoing situation related to potential terrorist activity that may involve or require significant operational coordination with another agency or with foreign authorities;

7.1.1.12 – any anticipated or ongoing situation related to potential terrorist activity that may involve significant scrutiny or attention from the media, the trade, or the public;

7.1.1.13 – any discovery of a suspected WMD in a Federal Inspection Services area, a cargo inspection, or mail facility;

7.1.1.14 – any incident or activity not specifically addressed that in the judgment of the reporting supervisor has the potential to contribute to the interagency effort to combat terrorism;

7.1.2 – any radiation detection incident where the Office of Information and Technology Labs and Scientific Services Division has determined that a potential nuclear or radiological alarm warrants a request for response from the Department of Energy, as outlined in the National Radiation Detection Program standard operating procedures;

7.1.3 – any death of or major injury to a CBP employee on or off duty;

7.1.4 – any shooting incidents involving CBP employees, to include accidental discharges;

7.1.5 – the death, injury, or escape of an individual which was caused by the actions of CBP personnel (either on or off duty) or occurred while the individual was detained in CBP custody (including suicide attempts);

7.1.6 – any assault of a CBP employee occurring in relation to his/her employment or official duties;

7.1.7 – the arrest, detention or incarceration of a CBP employee by authorities;

7.1.8 – any lost or missing CBP Detector Dogs;

7.1.9 – any death of or major injury to CBP Detector Dog on or off duty;

7.1.10 – the quarantine or detention of a CBP Detector Dog;

7.1.11 – any bite or injury caused by a CBP Detector Dog;

7.1.12 – any positive identification of animal or plant diseases that may have serious agricultural and economic consequences in the United States and for which immediate action and notification is required;

7.1.13 – any declared airborne/marine emergency or incident resulting in property damage;

7.1.14 – any unscheduled port/office closing or significant disruptions to port operations for reasons to include but not limited to, bomb threats, public demonstrations, systems failures, weather and environmental hazards;

7.1.15 – unscheduled disruption of services to trade due to Automated Cargo System brownouts or outages, which exceed 2 hours. Major disruption of other automated systems on a national or regional basis as determined and reported by the Office of Information and Technology;

7.1.16 – any unscheduled system shutdowns of a fixed radiation detection device, (e.g., a radiation portal monitor) greater than 24 hours;

7.1.17 – the seizure of a foreign or domestic commercial conveyance;

7.1.18 – seizures of more than

- ◆ 500 kilograms of marijuana
- ◆ 50 kilograms of cocaine
- ◆ 50 kilograms of methamphetamine/amphetamine
- ◆ 200 kilograms of hashish
- ◆ 500 kilograms of khat
- ◆ 2 kilograms of heroin
- ◆ 2 kilograms of opium
- ◆ 2 kilogram of MDMA (ecstasy)
- ◆ 1 million dosage units of other dangerous drugs

- ◆ \$250,000 in currency or negotiable instruments
- ◆ \$500,000 in real property or merchandise
- ◆ \$1 million penalty
- ◆ stolen cars outbound (value in excess of \$250,000);

7.1.19 – any foreign military or law enforcement incursions;

7.1.20 – any crewmember who deserted or after being detained onboard, absconded;

7.1.21 – any significant seizure of child pornography worthy of media attention;

7.1.22 – any other event that may warrant review by senior management to include but not limited to heroic acts and/or public recognition (e.g. rescues, significant results of joint operations);

7.1.23 – any event or incident which may be politically sensitive to the U.S. or foreign government to include searches and detentions of persons claiming diplomatic immunity or special status, requests for asylum made to CBP officials; actions involving foreign or U.S. government officials, government representatives, or prominent foreign nationals; and

7.1.24 – any event or incident that has resulted or may result in significant media attention.

8: Controlled Deliveries

The CBP supervisor is responsible to report seizures which meet the aforementioned criteria and should advise whether a controlled delivery is pending in the synopsis of incident (see attached report form.)

9: Requests for Information

One indicator of potential emerging issues may be Freedom of Information Act requests or other inquiries, particularly those received from Congress, the press, or various advocacy groups. Requests of this type which seem to be indicative of a potential emerging management issue or problem should be reported.

Commissioner of Customs and Border Protection

Attachments

Instructions for Completing Significant Incident Report

- 1.** Provide the date, time and exact location of the significant incident. Provide the date, time and name of person in the Commissioner's Situation Room to whom the incident was reported telephonically. When telephonically reporting significant incidents to the Commissioner's Situation Room, you must obtain a Commissioner's Situation Room reference number. Place this number in the top right hand box on the report form.
- 2.** Provide the Designated Field Office or Sector and Port of Entry or Station that is submitting the report. Provide the name and telephone number of the person submitting the report. Provide a point of contact and telephone number in the event additional information not contained in the report is needed.
- 3.** Check the appropriate box as to the type of incident and if it involved CBP personnel, indicate whether it happened on or off duty.
- 4.** Provide a brief synopsis of the incident to include the names of individuals involved, commodity, weight, and value (if known) of items seized. If an arrest is made, indicate the number, sex, and citizenship of those arrested. It is important that the questions; who, what, where, when, why are answered.
- 5.** Indicate notifications made either telephonically, by fax or E-mail (i.e. telephonic to Commissioner's Situation Room, Office of Field Operations by fax). Provide the date, time, and telephone number.
- 6.** List the names of fatalities or those injured as they relate to #4 above.
- 7.** Indicate what action has been taken as a result of the incident (i.e., in the case of a narcotic seizure, "turned over to ICE for controlled delivery"). In the event of serious injury of employees, indicate the name and phone number of the hospital involved.

**U.S. DEPARTMENT OF HOMELAND SECURITY
 Bureau of Customs and Border Protection**

SIGNIFICANT INCIDENT REPORT

CBP Directive 3340-025B

1.	DATE OF INCIDENT:	LOCATION OF INCIDENT:	CSR NUMBER:
	TIME OF INCIDENT:		
	REPORTED TO COMMISSIONER'S SITUATION ROOM VIA PHONE ON:		
	DATE:	TIME:	TO:
2.	REPORTING OFFICE:	DFO/SECTOR:	POE/STATION:
	PERSON MAKING REPORT:		
	OFFICE PHONE:	CELL PHONE:	FAX NUMBER:
	POINT OF CONTACT:		
	OFFICE PHONE:	CELL PHONE:	FAX NUMBER:
3.	TYPE OF INCIDENT: <input type="checkbox"/> ON DUTY <input type="checkbox"/> OFF DUTY		
	<input type="checkbox"/> TERRORIST RELATED <input type="checkbox"/> EMPLOYEE ARRESTED <input type="checkbox"/> EMPLOYEE ASSAULTED <input type="checkbox"/> EMPLOYEE DEATH <input type="checkbox"/> EMPLOYEE INJURED <input type="checkbox"/> RADIATION DETECTION EVENT	<input type="checkbox"/> SHOTS FIRED AT OR BY EMPLOYEE <input type="checkbox"/> CANINE INCIDENT <input type="checkbox"/> SIGNIFICANT SEIZURE <input type="checkbox"/> SIGNIFICANT ARREST/DETENTION <input type="checkbox"/> NON-EMPLOYEE INJURY/DEATH <input type="checkbox"/> RESCUE	<input type="checkbox"/> SIGNIFICANT AGRICULTURAL EVENT <input type="checkbox"/> CONVEYANCE/AIRCRAFT INCIDENT <input type="checkbox"/> FOREIGN MILITARY/POLICE INCURSION <input type="checkbox"/> BOMB THREAT <input type="checkbox"/> FACILITY DISRUPTIONS <input type="checkbox"/> TECHNOLOGY DISRUPTIONS
	<input type="checkbox"/> SUICIDE ATTEMPT <input type="checkbox"/> MEDIA INTEREST <input type="checkbox"/> CREW DESERTERS <input type="checkbox"/> ESCAPE <input type="checkbox"/> OTHER: _____		
4.	SYNOPSIS: (USE CONTINUATION SHEET IF NECESSARY)		
	SEIZURE TYPE:	QUANTITY:	VALUE:
	NUMBER OF ARRESTS:	MALE:	FEMALE:
	CITIZENSHIP:		
5.	NOTIFICATIONS MADE:		
	1	<input type="checkbox"/> TELEPHONIC REPORT TO COMMISSIONER'S SITUATION ROOM (202) 927-0425	
	2	<input type="checkbox"/>	
	3	<input type="checkbox"/>	
	4	<input type="checkbox"/>	
	5	<input type="checkbox"/>	
	6	<input type="checkbox"/>	
	7	<input type="checkbox"/>	
	8	<input type="checkbox"/>	
6.	INJURIES/FATALITIES:		
	NAME AND EXTENT OF INJURY:		
	1		
	2		
	3		
	NAME OF FATALITIES:		
	1		
	2		
7.	ACTION TAKEN		

CBP Form 6 (05/03)

FIGURE H-1-4: Significant Incident Report

SIGNIFICANT INCIDENT REPORT

Continuation Sheet

PAGE _____ OF _____

DATE OF INCIDENT:	LOCATION OF INCIDENT:	CSR NUMBER:
TIME OF INCIDENT:		

[illegible]

CBP FORM 6 (CONT)(05/03)

FIGURE H-1-5: Significant Incident Report Continuation Sheet